

Privacy Policy

Reclaim Your Curves is committed to providing quality service and information to you and our Privacy Policy outlines our ongoing obligations to you in respect of how we manage your Personal Information. We have adopted the Australian Privacy Principles (APPs) contained in the Privacy Act 1988. The APPs govern the way in which we collect, use, disclose, store, secure and dispose of your Personal Information.

A copy of the Australian Privacy Principles may be obtained from the website of the Office of the Australian Information Commissioner (OAIC) at <https://www.oaic.gov.au/>

What is Personal Information and why do we collect it?

Personal Information is information or an opinion that identifies an individual. Examples of Examples of Personal Information we collect include:

- names
- addresses
- email addresses
- phone numbers
- date of birth
- diagnosis information
- surgery status

This Personal Information is obtained in many ways including interviews, correspondence, by telephone, by email, via our website www.reclaimyourcurves.org.au, from subscriptions and through surveys.

We collect your Personal Information for the primary purpose of providing our services to you, providing information to our clients and advocacy work. We may also use your Personal Information for secondary purposes closely related to the primary purpose, in circumstances where you would reasonably expect such use or disclosure. You may unsubscribe from our mailing/marketing lists at any time by contacting us in writing.

When we collect Personal Information we will, where appropriate and where possible, explain to you why we are collecting the information and how we plan to use it.

Examples of use of Personal Information we collect include:

- Respond to contact requests
- Send requested resources
- Send survey or research requests
- Respond to comments or queries
- Carry out administrative tasks including research, internal reviews, analysis and production of consolidated statistics
- Send newsletters unless unsubscribed
- Send other correspondence unless unsubscribed

Sensitive Information

Sensitive information is defined in the Privacy Act to include information or opinion about such things as an individual's racial or ethnic origin, political opinions, membership of a political association, religious or philosophical beliefs, membership of a trade union or other professional body, criminal record or health information.

Sensitive information will be used by us only:

- For the primary purpose for which it was obtained
- For a secondary purpose that is directly related to the primary purpose
- With your consent; or where required or authorised by law.

Third Parties

Where reasonable and practicable to do so, we will collect your Personal Information only from you. We will not accept or store any information about you provided by third parties.

Disclosure of Personal Information

Your Personal Information may be disclosed in a number of circumstances including the following:

- Third parties where you consent to the use or disclosure; and
- Where required or authorised by law.

Security of Personal Information

Your Personal Information is stored in a manner that reasonably protects it from misuse and loss and from unauthorized access, modification or disclosure.

When your Personal Information is no longer needed for the purpose for which it was obtained, we will take reasonable steps to destroy or permanently de-identify your Personal Information. However, most of the Personal Information is or will be stored in our database for the term that this information is relevant to our work.

Access to your Personal Information

You may access the Personal Information we hold about you and to update and/or correct it, subject to certain exceptions. If you wish to access your Personal Information, please contact us in writing.

Reclaim Your Curves will not charge any fee for your access request. In order to protect your Personal Information we may require identification from you before releasing the requested information.

Policy Updates

This Policy may change from time to time and is available on our website.

Privacy Policy Complaints and Enquiries

If you have any queries or complaints about our Privacy Policy please contact us at:

Reclaim Your Curves

E: admin@reclaimyourcurves.org.au

P: 0423 050 135